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From: Laura Adair
Sent: Tue 6/19/2018 9:28:18 PM
Subject: Illinois River TDML Meeting

Tom,

I have the meeting set up and meeting participants can make reservations beginning tomorrow (6/20/18) by calling 918-422-8147 or 918-422-6301 and requesting the TDML Group block of rooms. Please let me know if you anticipate more than 20 participants or if I need to modify the times of breaks and breakfast and I'll make adjustments. Also, if anyone has a special diet or needs special accommodations, please let me know. Below is the current meeting setup.

20 meeting participants

Block of Rooms - 10

July 9 - 1:00 PM - 5:00 PM
Meeting Room-Soco Salon
Podium/Projection Screen w/vga cable & wireless microphone- powerstrips for laptops, flip chart & markers
3:00 PM - Afternoon Break - Chips & Salsa
In-service beverage; coffee & soft drinks
July 10 - 8:00 AM - 5:00 PM
Meeting Room-Soco Salon
Podium/Projection Screen w/vga cable & wireless microphone- powerstrips for laptops, flip charg & markers
7:30 AM - Executive Continental Breakfast, fresh baked croissants, muffins & Danishes, fresh fruit, biscuits & gravy, scrambled eggs, hash browned potatoes, sausage & bacon, juices & coffee
noon - Lunch-River Cane Buffet (vouchers)
3:00 PM - Afternoon Break - Cookies/Brownies
In-service beverage; coffee & soft drinks
July 11 - 8:00 AM - noon
Meeting Room
Podium/Projection Screen w/vga cable & wireless microphone- powerstrips for laptops

7:30 AM - Executive Continental
Breakfast, fresh baked croissants,
muffins & Danishes, fresh fruit,
biscuits & gravy, scrambled eggs,
hash browned potatoes, sausage &
bacon, juices & coffee